



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Oakhill Correctional Institution

DATE: June 15, 2021

TO: OCI Staff and Persons In Our Care

FROM: Paul Ninnemann, Deputy Warden
Oakhill Correctional Institution

SUBJECT: Operational Updates

Starting on July 6, 2021 all persons in our care (PIOC) at Oakhill Correctional Institution (OCI) will become eligible for in-person visitation. In an effort to ensure fair opportunity for all; we will attempt to honor up to two (2) in-person and one (1) Zoom visit per week. Each in-person visit will be a maximum of one hour (60 minutes) in length and must be scheduled at least two business days (excludes weekends and holidays) in advance. Family and friends can begin to schedule in-person visits at 9:00 a.m. on Wednesday, June 16. We are anticipating very high demand for in-person visitation and to ensure equal opportunity for visitation we will be making modifications to our visiting process.

In-person visit procedure:

1. There is a maximum limit of 3 approved visitors per visit. The total includes adults, minors, and infants. At least one visitor must be an adult.
2. Visitation eligibility will be determined by PIOC current status or disciplinary status restrictions in accordance to WIDOC 303.
3. Visits are scheduled on a first come, first serve basis as space is limited. Visitors may not schedule in-person visits more than ten days in advance.
4. Your visitors can schedule visits by emailing the address below. In the email subject line clearly identify the PIOC by number followed by last name and type of visit you are requesting (**IN-PERSON** or **VIDEO**). Example- #123456 Doe, In-Person.

DOCDAIOCIVisits@wisconsin.gov

5. The in-person visiting schedule for the general population is as follows:

Monday - Friday	3:00 PM – 4:00 PM
	4:30 PM – 5:30 PM
	6:30 PM – 7:30 PM
	8:00 PM – 9:00 PM

Saturday - Sunday	7:00 AM – 8:00 AM
	8:30 AM – 9:30 AM
	10:00 AM – 11:00 AM
	11:30 AM – 12:30 PM

6. The in-person visiting schedule for those in Restricted Housing and Quarantine is as follows:

Monday - Friday	3:45 PM – 4:45 PM
	5:15 PM – 6:15 PM
	6:45 PM – 7:45 PM
Saturday - Sunday	7:45 AM – 8:45 AM
	9:15 AM – 10:15 AM
	10:45 AM – 11:45 AM

7. Visitors who do not have access to email may contact the institution at 608-835-3101, extension 6046 and leave a message with the visitation request. However, email is the fastest and preferred method as the phone line may not be staffed and messages will be checked periodically. Please include your name and contact number. Required information is the name and number of the PIOC you wish to visit, type of visit requested, and the date and time you are requesting.
8. All visitors entering the institution will have their temperatures taken by staff and will be screened for COVID symptoms following DOC guidelines. Masks are mandatory for all visitors ages 2 and up per CDC guidelines. Gaiters, vented face masks, and face shields are not acceptable forms of face coverings.
9. Visitors are encouraged to arrive up to 20 minutes prior to the start of their scheduled visit to ensure adequate processing time.
10. If you arrive late for your visit it will still end at the scheduled end time regardless of the circumstances that caused the tardiness. Furthermore, visitors who arrive 15 minutes or later to the scheduled start time of a visit will not be permitted to visit. If the visitor fails to show up or if a PIOC refuses the visits, the appointment will still count toward your weekly visit total.
11. All chairs, tables and touchable surfaces will be sanitized between visits.
12. PIOC are required to wear a mask for the duration of the visit.

Additional information:

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times. Dress code will be enforced.
2. No sharing of food or drinks between visitors and persons in DOC care.
3. Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
4. Hand holding and sitting on laps is not allowed.
5. Chairs and tables have been strategically placed to maximize capacity while following social distancing. Please do not move them. All chairs and tables will be sanitized between visits.
6. Conversation during visits will be held to a normal tone of voice to not disturb others.
7. Refusal to comply with visiting rules may result in ending the visit and suspension of future visits

Zoom visit procedure:

1. On July 6, Zoom visits will be moved to the Visiting Room.
2. Each housing unit will be assigned a day when they are eligible for Zoom visits.
3. The length of Zoom visits will be increased from forty (40) minutes to fifty minutes (50) minutes.

4. The Zoom visiting schedule will be as follows:

Monday - Friday	2:30 PM - 3:20 PM
	3:30 PM - 4:20 PM
	4:30 PM - 5:20 PM
	5:30 PM - 6:20 PM
	6:30 PM - 7:20 PM
	7:30 PM - 8:20 PM
	8:30 PM - 9:20 PM
Saturday - Sunday	7:00 AM – 7:50 AM
	8:00 AM - 8:50 AM
	9:00 AM - 9:50 AM
	10:00 AM - 10:50 AM
	11:00 AM - 11:50 AM
	12:00 PM - 12:50 PM

5. All visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list.
6. Visitors may not schedule Zoom visits more than ten days in advance.
7. Visitors can schedule a Zoom meeting by emailing DOCDAIOCIVisits@wisconsin.gov

Additional information:

1. Zoom visits will not be extended or rescheduled due to tardiness or technical difficulties.
2. You must report to the Visiting Room five (5) minutes prior to your designated time slot.
3. A face mask shall be worn at all times during the Zoom visit.
4. You may bring your personal headphones to the video visit for use, or a pair of sanitized headphones will be provided.
5. Conversation during visits will be held to a normal tone of voice to not disturb others.
6. Only those scheduled to attend the visit are permitted to be seen and heard on the video screen.
7. Visitors are not permitted to record the visit.
8. Visitor attire cannot have any of the following:
 - a. Exposed undergarments.
 - b. Clothing with revealing holes, tears, or slits.
 - c. Clothing or accessories with obscene or profane writing, images or pictures.
 - d. Gang-related clothing, headwear, shoes, logos, or insignias.
 - e. Transparent/translucent (see-through) clothing.
9. Video visiting will be terminated immediately if there is any suspicion of illegal activities, any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - #309.06.01. This includes but is not limited to the following:
 - a. Sexual acts or nudity.
 - b. Drug and alcohol use during the visit, including all tobacco products and Electronic Nicotine Delivery Systems (ENDS).
 - c. Showing of objects identified as a threat (firearms, weapons, knives, etc.).
 - d. Inappropriate language.
 - e. Inappropriate location of visitors (bar, night club, etc.).
 - f. Operating a vehicle during the scheduled visit, even if the visitor is a passenger in the vehicle.
 - g. Adding individuals to the visit after it has started.